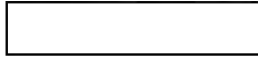


TAB

TAB A

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A



25X1A9A



25X1A6A



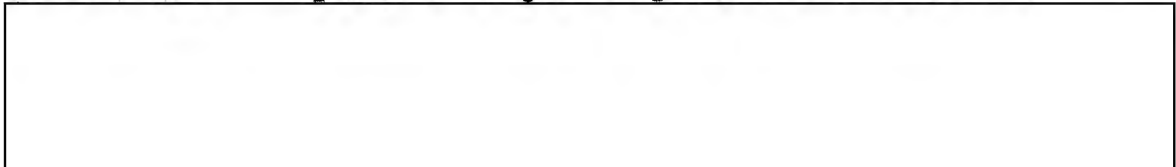
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3. At the present time there is no one at the [redacted] under the Logistics Career Service Board. A Logistics slot (GS-9) has been recently approved and should be filled during the summer of 1956. This person will replace the administrative person (GS-7) now acting as Responsible Officer under the direction of the Chief of Administration. The Chief of Administration handles all real estate matters including the full implementation [redacted]. The Responsible Officer is assisted by a contract employee (GS-5) who was hired by the station as an all-around handyman. The Responsible Officer was originally scheduled to return to Headquarters for training and reassignment after the arrival of the new Logistics Officer. He has now made the decision for personal reasons to remain [redacted] in another capacity. This action will not affect the plans for sending the new Logistics Officer, who will assume full responsibility for all logistics activities.

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4. Prior to undertaking an inventory, a tour of station facilities and storage areas was made. The majority of station property is either in use at the station or on hand receipts. The hand receipts jacket files were reviewed prior to the inventory to determine the validity of the documents, i.e., signature of user, stock number, nomenclature, serial numbers, where applicable, and quantities. Quantities indicated on valid hand receipts were accepted as prima-facie evidence for



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receipt. Several nonreported items were located and picked up on the records. In view of that finding, the Responsible Officer was advised to contact each hand receipt account in order to verify the quantities of items on hand. This was accomplished but no additional items were reported. The Responsible Officer was advised to maintain a constant check on his hand receipt accounts.

b. The following subparagraphs are concerned with the various aspects of the inventory:

a. Reconciliation of inventory results.

Of the 371 items recorded on the OIR, approximately 350 were found in the exact quantities reflected on the OIR. The balance of 21 reflected overages and shortages which, with the exception of two (2) that could not be located, were offsetting. The two (2) unreconciled items are being investigated by the Responsible Officer. Upon completion of the investigation, he will forward supporting documentation, i.e., either a Report of Inventory Adjustment, a Report of Survey, or a Certificate of Expenditure.

b. Assignment of local stock numbers.

All items identified on the OIR by local numbers were checked with the catalog to determine if firm numbers existed. It was found that firm numbers were nonexistent. Because of recent stock numbering changes in brought about by the change from manual OIR to IBM listing, and the fact that many locally assigned numbers were duplicated, all items identified by local numbers were reidentified. A local stock number registry was established and the Responsible Officer instructed in the assignment of local stock numbers. Emphasis was placed on the necessity for checking the available Organization catalogs for a firm number prior to assignment of a local number.

c. Establishment of a stock records system.

Prior to the departure of the Logistics team from Headquarters, necessary stock recording and transaction forms were forwarded to the station for establishing a permanent stock record system. Upon completion of the inventory, a stock record card was prepared for each nonexpendable item and annotated to reflect inventory results and the location of the property by hand receipt account and by office. representatives will be required to sign hand receipts for the type of property under their jurisdiction. Cards were numerically sequenced by family group,

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commodity group, and stock number and inserted in visible index files. The Chief of Administration and the Responsible Officer were advised that the maintenance of property records is a priority and that one individual should be assigned the responsibility for the storage, issue, transfer, etc., of property and posting of the stock record cards. Chief of Administration assured the Logistics team that one individual would be assigned on a full-time basis.

d. Storage and identification.

Approximately 20 items of property are in stock for issue, the balance being in use in the station offices and on hand receipts. The property in stock is located in a vault room with a combination lock under the control of the Responsible Officer. None of the property in the vault room was identified by stock number or nomenclature. The property was identified and tagged by the Logistics team and the Responsible Officer was advised that future receipts should be identified accordingly.



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f. Prior to the departure of the Logistics team, a final meeting was conducted with the Chief of Administration and the Responsible Officer relative to the supply operation in general. The following points were discussed and compliance was promised:

- (1) Daily maintenance of stock records.
- (2) Perpetual check of hand receipt files and the enforcement of regulations pertaining to transfer, etc., of that property or the user.
- (3) Application of stock numbers to all property.
- (4) Perpetual surveillance of property to determine excesses and surplus.

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